



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## **BH/DID FACILITY SUPERINTENDENT ASSOCIATE**

Job Number: 20001853

Job Code: 96730V131016

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1999

Job Revised: 10/16/2013

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

**Special Entrance Rate:**

**NONE**

**NONE**

**NONE**

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides administrative support services to BH/DID Facility Superintendent. Responsible for the day-to-day operations of a psychiatric and/or behavioral health/developmental and intellectual disability (BH/DID) facility and coordinates the work of facility supervisors; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of professional experience in public or business administration, hospital administration or related field.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in public or business administration, health or a related field will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in public or business administration, health or a related field will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

May serve as second-in-command and carries out the duties of the facility superintendent in his/her absence. Provides direction on day-to-day activities at a BH/DID facility to supervisors/administrators of all units of the facility such as medical, staffing, residential, nursing and administrative services. Assists in administrative functions and decision-making responsibilities for facility functions. Establishes internal policies, procedures and work regulations to ensure the maintenance of quality patient/client care. Reviews program and management issues that cross organizational lines and makes recommendations to the facility superintendent. Recommends personnel actions for the approval of the facility superintendent. Assumes some responsibilities of facility superintendent as delegated. Assists in planning and achieving operating goals of the facility. Provides oversight in the preparation of the budget. Administers, directs and coordinates functions or activities of multiple departments as assigned. Assists in the development and implementation of policy regarding the application of state and federal laws, rules and regulations regarding BH/DID facilities and services. Serves as liaison between the facility and other organizations in the community.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in a medical or clinical facility. May be exposed to disease and other hazards associated with the medical and/or psychiatric profession.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*